

Maryland Port Administration	Department of General Services Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	51469-2291
Reporting Agency		Prepare in Duplicate
Division or Unit - <i>Planning</i>		Retain one (1) copy and forward original to address on left.

CERTIFICATE OF RECORDS DISPOSAL

No.	Description of Records (Same Title as listed on Schedule)	Authorization		Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
		Retention Schedule No.	Item No.				
16R	Fy for Procurement CY95RMD DRAFTS/SHIFTS	2005		96-98		(2005) AUG. 2012	Shred
B3	Steamship Line Lease FILES #3					AUG. 2012	Shred
B7	BANANAS and Overseas Advertising					AUG. 2012	Shred
B5	Steamship Line Lease FILES #5					AUG. 2012	Shred
	Exp. Repts.			1996		AUG. 2012	Shred

I hereby give permission to the records keeper to mark the above boxes and have ready for disposal by the approved recycling company. *Jim Dwyer Aug 2 '12*

I hereby certify that the records listed above were disposed of as indicated.

[Signature]
Signature

Driver
Title

8/3/12
Date

Alisha Jackson

Office Clerk I

8/3/12